



**US Army Corps
of Engineers®**

DVL Information Bulletin

Release No. 1

Contact: Steve Smith

For Release: 10 Jun 98

Phone: 503-808-5120

USACE Digital Visual Library (DVL): Activation of Program

INTRODUCTION: After many months of planning, designing, and developing the USACE Digital Visual Library, we are now ready to accept images from around the Corps. The USACE Digital Visual Library (DVL) is a centralized program established to collect, process, display and distribute high quality images of US Army Corps of Engineers missions, programs, events and other related subject matter. The images will be in digital format and accessible from the USACE INTERNET web site located at <http://images.usace.army.mil>.

To make this program a success, we are counting on your participation in submitting first class photographic images from your District, Division, Center, Lab or FOA.

This library will open up the Corps visually to our fellow team members and other users in industry, the news media, members of academic and professional organizations and the public at large throughout the world. The time spent pulling and submitting images to the DVL will be paid back many times over simply by providing these images on the INTERNET and allowing the news media, general public and internal offices to search, select and down load those images as they need them.

ASSISTANCE TO YOU: The enclosed instructions, forms and shipping materials are provided to help you when selecting and shipping quality images to the DVL. A pre-addressed label is provided for your use when sending your images to the DVL for digitizing and placement on the web site. This package contains the following items:

1. Pre-addressed FEDEX Shipping Label (DVL pays for cost of FEDEX shipments)
2. Blank form ENG 5067-R, Digital Visual Library Image Information
3. Sample ENG 5067-R form filled out
4. Copy of ER 25-1-91 USACE Digital Visual Library (printed copy and PDF file)

5. Sample page of typical images that make good digital files.
6. Slide sheets for protection of images when shipping slides to the DVL.
7. DVL Information Bulletin No. 2, "Guidance for Submitting Images to the DVL.
8. PC disk with a copy of the ENG 5067-R in FormFlow and PDF formats

THANK YOU: In advance we want to thank you for taking the time to select and send your best images for placement on the USACE DVL web site. These images will reflect the professionalism and dedication of the Corps in providing service to the Army and the Nation. All images will be returned to you in a timely manner along with a Photo CD and printout containing the scanned images you submitted. The items are sent for retention and future use. If you have any questions or concerns, please give us a call at (503) 808-5120.

Steve Smith
Digital Visual Library Manager